

# In-District Transfer Application

## General Information

If a parent or legal guardian would like to request attendance at a different school than that which is designated, they may complete an In-District Transfer application. If you need assistance determining your attendance area school contact The Welcome Center at 320-370-8116.

This application is subject to review by district administration. Decisions are granted based on capacity available at the requested school and consideration of the guidelines below.

## Guidelines

A parent or legal guardian may apply for an In-District Transfer for a student(s) to attend another school outside of their residential attendance area, based on one or more of the following criteria:

1. **Your Child's Daycare is in the School's Attendance Area:** A parent or guardian may request that a child attend the school serving the area in which the daycare provider resides. The daycare's name, phone number, and address **must be provided**. **In this case, transportation to and from the daycare address will be provided.**
2. **The Child's Residence has changed:**
  - **Scenario 1:** If there is a change in residence during the current year, a parent or guardian may request the student complete the school year at the current school. In this case, a copy of the purchase agreement, rental lease, or utility bill may serve as proof of residence **and must be provided**.
  - **Scenario 2:** A parent or guardian moving into the district mid-year and seeking to **establish residency** prior to an actual move, may request an In-district Transfer. In this case, a copy of the purchase agreement and/or rental lease **must be provided**.
3. **Experiencing a Legal Matter:** If there is a legal matter that may require a student to attend a school outside of his or her attendance area school, a parent or guardian may request a transfer request. A copy of the documentation stating the necessity must be provided.
4. **A Medical Reason Exists:** If a medical reason exists which prevents the student from attendance at his or her attendance area school, a transfer may be requested. A signed doctor's statement must be provided, and the school of attendance must be able to meet the students' needs.
5. **The Enrolling Child has a Sibling at the School:** A parent or guardian may request that a sibling of a currently enrolled student transfer into the same school.
6. **Parent or Guardian is an Employee:** If the student's parent or guardian is currently employed in the district in a permanent position, a transfer may be requested.

### Important Notes:

- Families will be asked to **renew** an In-District Transfer application for an *already approved* student who is **entering 6<sup>th</sup> grade and/or 9<sup>th</sup> grade** (*exceptions are made for sixth graders at Kennedy K-8 Community School*).
- In accordance with district policy, all transfers approved under guidelines 2-5 above, transportation is the responsibility of the parent or guardian.

# In-District Transfer Application

Submit this form to the Welcome Center at 1201 2<sup>nd</sup> St. S, Waite Park, MN 56387 or welcomecenter@isd742.org

## STUDENT INFORMATION

Student Name:

\_\_\_\_\_  
 Last First Middle Birth Date

Student Address

\_\_\_\_\_  
 Street

\_\_\_\_\_  
 City Zip Code Phone

Assigned Attendance School School Requested Requested Start Date Grade as of Start Date

\_\_\_\_\_  
 \_\_\_\_\_

## REASON FOR REQUEST – Please select from the following:

**This student has a childcare provider in the attendance area of the school requested.**

Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**This student's residence has changed.** Scenario 1 Scenario 2 (See Details on Back)  
 Documentation \_\_\_\_\_

**There is a legal or medical reason that this student needs to attend the school requested. (Documentation must be attached)**

Legal Documentation Medical Documentation

**This student has a sibling currently attending the school requested.**

Sibling Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

**This student has a parent employed by District 742.**

Parent Name: \_\_\_\_\_ Position/Site: \_\_\_\_\_

**Other:** Please detail any other reasons for this request here, including if this is a *renewal for a sixth or ninth grader*.

\_\_\_\_\_

## PARENT INFORMATION

Parent/Guardian Name:

\_\_\_\_\_  
 Last First Phone

I understand that selecting "Yes" constitutes a legal signature confirming my responses. Yes

Date \_\_\_\_\_

### Office Use Only

Student ID \_\_\_\_\_ SPED: Yes \_\_\_ No \_\_\_ IEP: Yes \_\_\_ No \_\_\_ EL: Yes \_\_\_ No \_\_\_

Confirmed Reason for In-District Transfer:

Sibling Attends Childcare Employee Legal Medical Residence Other

Approved Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: \_\_\_\_\_ Family Notified on: \_\_\_\_\_ Via \_\_\_\_\_ Initials \_\_\_\_\_